

**North Wisconsin District  
The Lutheran Church—Missouri Synod**



**2018  
HANDBOOK**

**Mission Statement**  
*The Reason We Exist*

**Encourage, network and equip  
Lutheran congregations of the LCMS North Wisconsin District  
to vigorously make known the love of Christ.**

**Vision Statement**  
*Success in Fulfilling Our Mission*

**North Wisconsin District church workers  
and congregations Will work collectively  
to carry out “Witness, Mercy and Life Together”.**

**North Wisconsin District  
The Lutheran Church—Missouri Synod  
3103 Seymour Lane  
Wausau, WI 54401  
715-845-8241**

**Table of Contents**

I. ARTICLES OF INCORPORATION .....	03
II. CONSTITUTION .....	06
III. BYLAWS	
1.00 District Structure.....	07
2.00 Boards .....	10
3.00 Officers, Staff, and Other Positions.....	11
4.00 District Convention.....	15
5.00 Nominations and Elections.....	17
6.00 Other Regulations .....	21

## **SECTION I**

### **RESTATED ARTICLES OF INCORPORATION of the NORTH WISCONSIN DISTRICT of THE LUTHERAN CHURCH—MISSOURI SYNOD**

Pursuant to Section 181.39 of the Wisconsin Statutes, the North Wisconsin District of The Lutheran Church—Missouri Synod, a Wisconsin corporation, without stock and not for profit, does hereby restate its Articles of Incorporation, and does hereby elect to become subject to Chapter 181 of the Wisconsin Statutes. These restated Articles of Incorporation supersede and take the place of the heretofore existing Articles of Incorporation and amendments thereto.

#### **ARTICLE I - NAME**

The name of the corporation shall be North Wisconsin District of The Lutheran Church—Missouri Synod.

#### **ARTICLE II - EXISTENCE**

The period of existence shall be perpetual.

#### **ARTICLE III - PURPOSES**

The corporation consists of Lutheran congregations of the LCMS in Northern Wisconsin and Upper Michigan, which as congregations and individual members thereof accept and remain true to the canonical books of the Old and New Testament as the sole and exclusive rule of the Christian doctrine and practice and acknowledge as a true exhibition of sound Christian doctrine the Book of Concord of the year of our Lord 1580.

The purposes of this corporation shall be to promote the efficiency and extend the influence of the North Wisconsin District of The Lutheran Church—Missouri Synod and to cooperate in ecclesiastical work in the extension of The Lutheran Church—Missouri Synod, by educational, charitable, and missionary work and in helping to establish and maintain colleges, seminaries and other institutions of learning for the education of ministers and teacher for The Lutheran Church—Missouri Synod, and thereby to aid and perpetuate the good work of disseminating the knowledge of the Gospel throughout the world, and to engage in any lawful business or purpose for which non-profit corporations may be organized under Chapter 181 of the Wisconsin Statutes.

#### **ARTICLE IV - RELATIONSHIP TO THE SYNOD**

This corporation, as part of The Lutheran Church—Missouri Synod (the Synod), acknowledges its allegiance to the Synod and to the convention of the Synod (the convention). It submits to the authority of the Synod and the convention. It accedes to, recognizes, and accepts the doctrine taught and practiced in the Synod (Art. II) and also the Articles of Incorporation, Constitution, and Bylaws of the Synod, as currently in effect and as may hereafter be amended from time to time.

In the event of any conflict or inconsistency between the organizational documents of this corporation and the Articles of Incorporation, Constitution, or Bylaws of the Synod, as may hereafter be amended from time to time, the Articles, Constitution, or Bylaws of the Synod shall control and govern.

This provision may not be altered or deleted without the approval of the Synod in convention or the Board of Directors of the Synod.

Neither The Lutheran Church—Missouri Synod, nor The Lutheran Church—Missouri Synod Incorporated is responsible for the debts or other obligation of this corporation, nor do they represent or endorse the fiscal solvency of this corporation.

#### **ARTICLE V - DISSOLUTION**

In the event this corporation is dissolved or its existence otherwise terminates or is terminated, after the payment of the debts of the corporation, all right, title, and interest in and to its property, whether tangible or intangible and whether real or personal, shall thereupon automatically vest in or be transferred to the Synod, and this corporation covenants and agrees to execute and deliver to the Synod such documents and instruments and to take such other and further actions as the Synod may deem reasonably necessary or desirable, in order to evidence and give full effect to the foregoing. This provision may not be altered or deleted without the approval of the Synod in convention or the Board of Directors of the Synod. If, however, on the date of such proposed dissolution, The Lutheran Church—Missouri Synod, a Missouri Corporation, or its successor, is no longer in existence, the assets of the corporation may be distributed to any other Section 501(c)(3) organization as designated by the Board of Directors.

#### **ARTICLE VI - PRINCIPAL OFFICE**

The location of the principal office of the corporation shall be 3103 Seymour Lane, Wausau, Marathon County, Wisconsin.

#### **ARTICLE VII - REGISTERED AGENT**

The name of the registered agent of the corporation at the time of the adoption of these restated Articles of Incorporation is the Citizens State Bank and Trust Company.

#### **ARTICLE VIII - REGISTERED AGENT ADDRESS**

The address of the registered agent of the corporation at the time of the adoption of these restated Articles of Incorporation is Wausau, Wisconsin.

#### **ARTICLE IX - DIRECTORS**

The number of directors shall be as fixed by the Bylaws of the corporation but shall not be less than three (3).

#### **ARTICLE X - MEMBERSHIP**

The members of the corporation shall be the various congregations organized as corporations or existing as voluntary organizations; *ministers of religion--ordained; and*

*ministers of religion--commissioned*, now constituting the North Wisconsin District of The Lutheran Church—Missouri Synod. Other congregations may become members in accordance with the Bylaws, provided they as congregations and the individual members who compose them, believe in and remain true to the canonical books of the Old and New Testament as the sole and exclusive rule of the Christian doctrine and practice and acknowledge as a true exhibition of sound Christian doctrine the Book of Concord of the year of our Lord 1580.

Membership in the corporation may be terminated as provided in the Bylaws.

The voting rights of the members of the corporation shall be as specified and fixed in the Bylaws of the corporation.

#### **ARTICLE XI - AMENDMENTS**

Amendments to these Articles of Incorporation may be made at any regular or special meeting of the corporation, provided the same are not inconsistent with the fundamental principles of the corporation as set forth in Article III or of the laws of the State of Wisconsin, and provided further that prior approval of the proposed amendment has been given by the CCM of The Lutheran Church—Missouri Synod. Passage of the proposed amendment shall require a two-thirds vote of the accredited delegates present at such convention. A copy of the proposed amendment or amendments shall have been forwarded to all congregations constituting the membership of the corporation sixty (60) days before such meeting.

#### **ARTICLE XII - NON PROFIT**

This corporation is formed without capital stock and no dividends shall ever be declared nor pecuniary profit be distributed among its members.

**SECTION II**

**CONSTITUTION  
of the  
NORTH WISCONSIN DISTRICT  
of  
THE LUTHERAN CHURCH—MISSOURI SYNOD**

The Constitution of The Lutheran Church—Missouri Synod as printed in the current edition of the Handbook of The Lutheran Church—Missouri Synod is also the Constitution of the North Wisconsin District. The Bylaws of the Synod shall be primarily the Bylaws of the district.

## SECTION III

# BYLAWS of the NORTH WISCONSIN DISTRICT of THE LUTHERAN CHURCH—MISSOURI SYNOD

## 1.0 DISTRICT STRUCTURE

### 1.01 Preamble

- a. Committed to a common confession and mission, congregations of The Lutheran Church—Missouri Synod join with one another in a Synod to support and work with one another in accordance with their commonly adopted objectives (See Constitution Article III).
- b. The Synod supports its member congregations by providing resources and assistance for their local ministries. It provides those ministries which can be accomplished more effectively in cooperation with sister congregations.
- c. The delegate convention of the Synod is the legislative assembly which ultimately establishes policy and provides program direction to carry on the Synod's work, reserving to itself the right to give direction to all officers, boards, and commissions of the Synod (See section on Synod Convention in current Handbook).
- d. The district is an administrative arm of the Synod. It implements resolutions of the Synod within the district. The Synod is not merely an advisory body in relation to the district. The district is the Synod itself performing the functions of the Synod within the boundaries of the district. The Constitution of the Synod, therefore, is also the Constitution of the district as are the applicable Bylaws contained in the current edition of the Handbook of The Lutheran Church—Missouri Synod. Resolutions of the Synod also are binding on the district.
- e. The district supports its member congregations by supplying resources, providing assistance and conducting other ministries for the entire district.
- f. The delegate convention of the district is the legislative assembly which ultimately establishes policies and provides program direction to carry on the work of the district.
- g. The organizational chart included at the end of this document shall serve as a graphic illustration of the relationships in policy-based governance between the district's structure: Board of Directors, Administrative Services Committee, Stewardship/Finance Committee, Nominations Committee, task forces, officers, staff and other appointed persons.

1.02 Offices

- a. The district office is located at 3103 Seymour Lane, Wausau, WI 54401.
- b. The location of the district office may be changed by the district convention or the board of directors.

1.03 Membership

- a. Membership in the district is as defined and assigned according to the Constitution and bylaws of the Synod
- b. A congregation applying for membership in the Synod must have its constitution and bylaws approved by the district board of directors.
- c. Membership in the district may be terminated as specified in the Constitution and bylaws of the Synod
- d. Any member whose membership in this Synod has been terminated by any means shall forfeit any rights to any property of the Synod or district.

1.04 Board of Directors

- a. The board of directors shall consist of 14 voting members and 1 advisory member. The voting members shall be the five officers, namely, the president, the three vice presidents, and the secretary; and nine directors, namely, one minister of religion--ordained, two ministers of religion--commissioned and six lay persons. All members are elected by the convention except the treasurer who is appointed by the board of directors. The treasurer shall serve as an advisory member of the Board.
- b. The board of directors shall have full authority to manage and control the property and affairs of the district except as the powers of the board may be limited by the Bylaws or by the district convention. The board of directors also shall have such other powers as may be authorized by the district convention.
- c. All directors shall be a member of a member congregation of the district. Any member of the board of directors whose membership in a member congregation has been terminated shall cease to be a director of this district.
- d. The board, at the first meeting of the triennium, shall elect from within the membership of the board of directors, a chair and vice chair, who shall preside at board meetings.
- e. Meetings of the board of directors shall be held at such time and place as may be designated by the district president or the board of directors. A majority of the directors entitled to vote shall constitute a quorum.



- f. Vacancies on the board of directors shall be filled by appointment by the board of directors, except that a vacancy in which the director is also an officer shall be filled as hereinafter provided. A director appointed by reason of vacancy shall complete the unexpired term of the director he succeeds.
- g. The board of directors shall have power to take informal action pursuant to Wisconsin Statutes and as appropriate under the Constitution and Bylaws of the Synod.
- h. The board of directors is authorized at any time to establish policy and refer decisions to the district convention for approval or disapproval.
- i. All standing committees and taskforces shall triennially make a complete comprehensive report of their activities to the board of directors at least 120 days before the convention to enable the board of directors to make its triennial report to the district convention.
- j. The work of the board of directors, unless otherwise specifically stated, is implemented by the district president through the district staff and other persons who have been assigned to a particular task.
- k. The board of directors, upon recommendation of the district president, shall engage legal counsel and services as needed by the district.

#### 1.05 District Staff

- a. The district president is responsible for the implementation of all board of directors' outcome policies and decisions. Ordinarily this is done through the district staff.
- b. The district staff assignments and evaluations shall be made by the district president with the approval of the board of directors.

## **2.00 BOARD OF DIRECTORS, STANDING COMMITTEES AND TASKFORCES**

### 2.01 Board of Directors

- a. The board of directors shall be responsible for the general management of the business and legal affairs of the district. It shall receive copies of all legal opinions or written counsel received by the district. It shall be authorized to take on behalf of the district any action related to such business and legal affairs which has not been expressly delegated by Constitution, Bylaws, and resolutions of the Synod or district.
- b. The board of directors shall provide for the review and coordination of the policies of the district, evaluate plans and policies and communicate suggestions for improvement.

- c. The board of directors shall have such powers and duties as are accorded to it by the Constitution, Bylaws, Articles of Incorporation, resolutions, and policies of the Synod, as well as those of the district. (See Synod Bylaw 4.5.1)

## 2.02 Standing Committees

- a. Standing committees shall provide professional or technical assistance to the board.
- b. Standing committee members are appointed by the board chairperson and the district president from current board membership.
- c. The district president is *ex officio* and may assign staff to standing committees as *ex officio* members, but such staff members shall be non-voting members of the committee.
- d. The board chairperson or district president shall recommend to the board-specific monitoring or governing responsibilities to each standing committee.
- e. An Administrative Services Committee, Audit and Investment Management Committee, Governance Committee and Stewardship Committee are appointed by the board chairperson and the district president from current board membership.

## 2.03 Taskforces

- a. Taskforces are established to carry out specific assignments or tasks under the supervision of its establishing body.
- b. Each taskforce shall be established by the board of directors or district staff. Staff-generated taskforces are formed, managed, responsible to, and dissolved under the direction of staff.
- c. Taskforces established by the Board shall be formed, managed, responsible to, and dissolved under the direction of the Board.
- d. A member of the district staff shall be assigned to each staff-generated taskforce and shall work with it in carrying out its assignment under the direction of the district president.
- e. Board members may serve on board generated taskforces whose sole purpose is to perform board functions.

The board of directors is not responsible for:

- The Roster
- The Calling Process
- Ecclesiastical Supervision
- Discipline and Excommunication cases

### **3.00 OFFICERS, STAFF, AND OTHER POSITIONS**

#### **3.01 Officers**

- a. The officers of the district shall be a president, first vice president, second vice president, third vice president, secretary, treasurer, and circuit visitors.
- b. The president, vice presidents, secretary and circuit visitors shall be ministers of religion—ordained who are on the roster of the Synod and shall be elected by the Convention. The treasurer shall be appointed by the board of directors.
- c. The vice presidents shall be elected on a regional basis and each vice president shall live within the region he represents. The three regions are as follows: Region A – Circuits 2, 12, 13, 14, 18 and 19; Region B – Circuits 1, 5, 6, 7, 11, 16, and 17; Region C – Circuits 3, 4, 8, 9, 10, 15, and 20.
- d. If the office of a vice president becomes vacant for any reason, or if he becomes incapacitated, the district president shall appoint the candidate within the region who received the next highest number of votes in the election to fill the unexpired term assuming the rank of the third vice president. In the event that no candidate is available the district president with the approval of the board of directors shall appoint a minister of religion—ordained of the region to fill the unexpired term assuming the rank of third vice president. The ranking of the other vice presidents shall be adjusted accordingly.

#### **3.02 Terms of Office**

- a. The term of office of the president, vice presidents, secretary and circuit visitors and of members of the district board of directors and committees shall be three years, unless these Bylaws shall hereinafter specifically provide otherwise.
- b. The office of president, vice presidents, secretary of the district, and of the circuit visitors, shall be without limitation as to re-election. All other elected district officers and members of the district board of directors shall be ineligible for re-election to the same position after serving a total of two complete successive terms. Officers and members of the board of directors may become eligible again for election or appointment to the same office or board after an interval of three or more years.
- c. Any officer or member of the board of directors or Nomination Committee who is ineligible for re-election or re-appointment may be elected or appointed to any other position.
- d. The limitation on tenure shall not apply in cases which are specifically excepted from such limitation by these Bylaws.

#### **3.03 Procedure for Assuming Office**

- a. All elected officers and the board of directors shall assume their duties thirty days after their election.

- b. All appointive offices shall be filled within 30 days after the elected officials have assumed their duties.

### 3.04 Removal

- a. Removal of Officers

Officers of the Synod and a district shall discharge the duties of office in good faith according to Synod Bylaws 1.5.8 and 1.5.81.

- b. Removal of Board Members

Individual members of the Board shall discharge the duties of their offices in good faith according to Synod Bylaws 1.5.7 and 1.5.7.1.

### 3.05 Vacancy

- a. In the event of a vacancy in the office of the president, the next ranking vice president shall be the president of the district.
- b. A vacancy in the office of first vice president shall be filled by advancement of the second vice president.
- c. If any office cannot be filled by advancement, such office shall be filled by appointment by the board of directors.
- d. A vacancy in the office of circuit visitor shall be filled by appointment by the district president.
- e. A vacancy in any other elective or appointive office of the district shall be filled by appointment by the board of directors except as provided for in Bylaw 3.01.d.
- f. An officer appointed by reason of a vacancy shall complete the unexpired term of the officer he succeeds.

### 3.06 Duties of Officers

- a. The officers shall have such authority and perform such duties as may be necessary for the operation of the district consistent with the Articles of Incorporation and the Bylaws and shall have such powers as provided by Wisconsin Statutes.
- b. The officers of the district may delegate duties necessary to accomplish the work of the district. However, no officer may delegate the responsibilities connected with his office.

### 3.07 District President

- a. The president shall preside at regular and special conventions of the district and shall generally discharge the duties pertaining to his office. He shall present a report of his official work to the district convention. (See Synod Constitution Art. XII and Bylaw section 4.4)

- b. At the first regular meeting of the board of directors following the district convention in which the president is elected, the vice presidents and secretary of the district shall sign and issue a Certificate of Election to the elected president.
- c. If the office of district president becomes vacant after the president has assumed office, or if the president becomes incapacitated, the office shall be assumed by the first vice president who, while remaining pastor of a parish, shall serve as president of the district until the time of the next presidential election. A reasonable stipend determined by the board of directors shall be paid him.

Incapacity of the president shall be determined by a 2/3 vote of a committee composed of the members of the board of directors, vice presidents, secretary and treasurer after consultation with the president and area vice president of the Synod.

- d. The salary and housing allowance of the district president shall be established and reviewed annually by the board of directors; all travel and other expenses connected with his official duties shall be paid by the district; as well as the necessary contributions to the Concordia Plans.
- e. If the president is not re-elected or if he resigns before he qualifies for Synod retirement benefits, a stipend may be paid as determined by the board of directors for such length of time as seems advisable to provide adequately for his sustenance. This shall include the necessary contributions to the Concordia Plans.
- f. Positions such as archivist and Lutheran Witness District Supplement editor, etc. shall be appointed by the district president to accomplish the work of the district. (This section moved from 1.08)

### 3.08 District Vice Presidents

The district vice presidents shall generally discharge such duties as pertain to their offices and as delegated by the president.

### 3.09 District Secretary

The district secretary shall keep a full and complete record of the proceedings of the district at its regular and special conventions and the meetings of the board of directors and generally perform the duties ordinarily pertaining to the office.

### 3.10 District Treasurer

A district treasurer shall be appointed by the Board of Directors and shall be considered a non-voting/advisory member of the Board. He/she shall perform the duties ordinarily pertaining to that office, including oversight of financial reporting and annual audit. He/she shall submit, as required by the board of directors, a full and accurate statement of all transactions, finances, and property of the District. In addition, he/she shall coordinate the preparation of a detailed report for the Board of Directors to be presented by them to the convention of the District. The

treasurer will report the financial status of the District twice each fiscal year to the member churches of the District through an official periodical, which may include posting on the District website, of the income and expenses of the District. He/she shall perform such other duties as may be prescribed by the Board of Directors.

### 3.11 Circuit Visitors

- a. Each circuit visitor shall assist the district president within the circuit.
- b. A job description for the circuit visitor is included in the Synod Handbook.

### 3.12 District Staff

- a. The district staff shall include individuals called or appointed to assist the president in implementing the decisions and policies of the convention and the board of directors.
- b. Members of the district staff shall be called or appointed for a period of three years, each call or appointment subject to renewal at the end of the year in which the district convention is held.
- c. Members of the district staff are responsible to the district president.

## **4.00 DISTRICT CONVENTION**

### 4.01 Convention Regulations

- a. The district convention shall meet during the year preceding the Synod Convention unless otherwise directed by the Synod. The board of directors shall determine the date and place of the meeting.
- b. Notice of the convention shall be given at least 60 days before the time set by publication in the official publications of the North Wisconsin District or in such manner as may be determined by the board of directors.
- c. A convention committee of five to fifteen members shall be appointed by the district president to assist him in planning the convention.
- d. A convention manual containing appropriate reports and overtures shall be made available by means of electronic communication provided that any designated recipient shall be provided a printed copy of the manual upon request.
- e. The convention theme, the essayist and the topic shall be selected by the district president and submitted to the board of directors for approval.
- f. The convention calendar shall be arranged by the district president and all necessary committees shall be appointed by him. To aid in this appointment, the names of all pastoral and lay delegates, together with a description of their experiences and talents, shall be submitted to the district president no later than 120 days prior to the opening of the convention.

- g. A convention parliamentarian shall be appointed by the district president, who shall advise the president and/or the assembly regarding proper parliamentary procedure when requested to do so.
- h. The convention registration fee shall be determined by the board of directors.

#### 4.02 Special Meetings

- a. Special meetings of the district shall also be organized and conducted in the same manner as the regular district convention.
- b. Special meetings of the district may be called pursuant to and in accord with Article XII 15 of the Constitution of The Lutheran Church—Missouri Synod.
- c. The board of directors shall determine the time and place of special meetings.

#### 4.03 Convention Delegates

- a. Voting delegates shall include one pastor from each member congregation or parish and the duly elected lay representative of each member congregation or parish. If a pastor serves two or more member congregations, these shall be considered as one parish and shall be entitled to only one lay vote. The names and addresses of lay delegates shall be published and made available to all district congregations approximately 45-60 days prior to the convention.
- b. Voting rights shall be exercised only by the accredited delegates in person and such voting rights cannot be exercised by proxy.
- c. All non-voting ordained members of the Synod within the district, all commissioned members of the Synod within the district, the members of the board of directors not representing their respective congregations as voting delegates, and the members of the district staff shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention.
- d. Retired workers, ordained or commissioned, shall be guests of the convention. They need pay no registration fee, and lodging shall be furnished to them without cost. They shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention.

#### 4.04 Quorum

At least one-third of the voting members represented by at least one of their respective representatives (pastor or lay delegate) shall constitute a quorum for either a regular or a special meeting of the corporation.

#### 4.05 Convention Overtures

- a. Overtures to the convention may be submitted by member congregations of the Synod, the board of directors of the district, an official district conference of ordained and/or commissioned ministers, or a forum of a circuit.

- b. Overtures shall be submitted in writing to the district president 120 days prior to the convention for inclusion in the convention manual.
- c. Late overtures shall be accepted for convention consideration only if a committee consisting of the district president, first vice president, and secretary agree that it is a matter of importance and urgency not adequately covered in other documents already before the convention.
- d. Overtures requesting the district to take action which is in conflict with the Constitution and Bylaws of the district or the Synod, or in matters for which the Constitution or Bylaws have provided specific procedures, which contain defamatory allegations, or overtures which may subject the district president or the district to civil action for libel or slander, shall not be published or presented to any floor committee or to the convention; nor shall any overture be accepted with reference to any cause involving suspension, expulsion or appeals.

## **5.00 NOMINATIONS AND ELECTIONS**

### **5.01 Nominations Committee**

- a. A Nominations Committee consisting of seven members shall be elected at each district convention to serve as an ad hoc committee until the close of the next convention. One minister of religion—ordained and one layman shall be elected from each of the following areas: Area A (Circuits 2, 12, 13, 14, 18, and 19); Area B (Circuits 1, 5, 6, 7, 11, 16, and 17); Area C (Circuits 3, 4, 8, 9, 10, 15, and 20); and one minister of religion—commissioned from the roster of district ministers of religion--commissioned. Members of the nominations committee may not succeed themselves. Vacancies on the committee shall be filled from the list of non-elected nominees in the order of the highest number of votes received. If this is not possible, a replacement shall be appointed by the district president. The retiring chairman and secretary shall serve as advisory members of the new committee.
- b. The nominations committee shall meet at least 270 days prior to the district convention to prepare a slate of candidates for the elections to be held at the forthcoming convention.
- c. The nominations committee shall nominate twice the number of candidates needed for each position on the general ballot. Only one candidate for the board of directors may be nominated from one parish. A report shall be submitted to the district president at least 120 days prior to the convention for inclusion in the convention manual, which shall contain the following information on the nominees for each position: name, age, address, congregational affiliation, occupation, specific qualifications and experiences for the position, and any other information which the nominations committee may request.



- d. The report of the nominations committee in the convention manual shall be in the form of a specimen ballot containing the names and pertinent information for each candidate, listed in alphabetical order for each position to be filled.
- e. Additional candidates may be nominated for any position on the general ballot by the convention provided that prior written consent has been obtained from the prospective candidate. Whenever possible, written information similar to that provided by the nominations committee shall be presented for each candidate nominated from the floor to the district secretary along with the written consent form at the time the name is placed in nomination or before. Nomination forms shall be sent to all delegates.
- f. All candidates nominated for any position on the general ballot by the Nominations Committee or from the floor must be approved by the convention before ballots are printed.

#### 5.02 Elections Committee

- a. An Elections Committee of eight members shall be appointed by the district president to conduct and supervise all convention elections according to the regulations adopted by the district.
- b. When the nomination process for the positions on the general ballot is completed, the Elections Committee shall prepare a final specimen ballot containing the names and pertinent information for each candidate approved by the convention.
- c. All convention ballots shall be prepared by the Elections Committee. Only names and addresses shall be listed on ballots. The order of the nominees for each position on any ballot shall be determined by a drawing conducted by the Elections Committee. The order in which the nominees are listed on the general ballot shall be the same as on the final specimen ballot. The order of nominees on the initial ballot shall prevail for all succeeding ballots.
- d. A majority of all votes cast shall be required for election in all convention elections.

#### 5.03 Nomination and Election of District President

- a. Each member congregation of the district shall be entitled to nominate one minister of religion—ordained pastor from the roster of the Synod as a candidate for district president. The district secretary shall mail to each voting congregation a ballot for this purpose. Those congregations wishing to place a name in nomination shall return the ballot signed by the president and secretary of the congregation to the district secretary not later than 120 days prior to the opening date of the convention.
- b. The nominating ballots shall be tabulated by the district secretary together with the chairman of the nominations committee. The candidates for the office of

district president shall be the five ministers of religion—ordained receiving the highest number of nominations except in the event of a tie for the fifth position among the candidates, all names involved in the tie shall be listed as candidates.

- c. The district secretary shall notify each candidate and secure in writing his approval for inclusion of his name on the convention ballot. Each candidate shall have ten days within which to indicate his willingness to serve. In the event of the death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate.
- d. The district secretary shall publish in the convention manual brief biographies of the five candidates, giving such pertinent information on each candidate as age, residence, number of years in the ministry in Synod and district, present position, district or Synod offices held, year of ordination, parishes served, involvement in community, government, or interchurch affairs, and any other specific experience and qualification for the office.
- e. The convention shall have the right to alter the slate at the proper time by amendment. Any delegate making a nomination from the floor shall have secured prior written consent of the pastor to be nominated together with the pertinent written information specified in paragraph d. above and shall submit both to the district secretary at the time the nomination is made or before. After all such amendments have been voted on, the convention shall ratify the slate of candidates.
- f. Each candidate shall be afforded the opportunity by the chairman of the convention to speak in behalf of his candidacy either in person or by someone in his behalf. The time allowed for such speeches shall be five minutes.
- g. The election shall be held as soon as possible in the first or second session. Each voting delegate shall be entitled to vote for one of the candidates. If no candidate receives a majority of the votes cast on the first ballot, the four candidates receiving the highest number of votes shall be retained on the second ballot. Thereafter, the candidate receiving the smallest number of votes shall be eliminated on each subsequent ballot until one candidate is elected.

#### 5.04 Nomination and Election of Vice Presidents

- a. Every voting congregation of each region shall be entitled to nominate three candidates for regional vice president of its region from the clergy roster of the district. They shall be three different ministers of religion—ordained from the roster of the district residing. A congregation may not nominate the same name more than once. Those congregations wishing to place names in nomination shall return the ballot signed by the president and secretary of the congregation to the district secretary at least 120 days prior to the opening of the district convention. To facilitate this election, a list containing the names of all eligible ministers of religion—ordained shall be submitted to the congregations with the official nomination ballot.

- b. The district secretary and the chairman of the nominations committee shall tabulate the nominating ballots. In the event of a tie among the three candidates receiving the most nominations in a region, all names involved in the tie shall be included as candidates. The district secretary shall notify the three pastors receiving the most nominations in each region, and secure in writing the approval of each to have his name presented to the convention as needed.
- c. After the election of the district president, the names of the three eligible ministers of religion—ordained having received the most nominations in each region shall be presented to the convention for election of the regional vice president by ballot vote.
- d. Upon the election of all regional vice presidents, a final election will take place ranking the vice presidents by separate ballots with a simple majority of voting delegates determining the second and third vice presidents in lieu of succession.

#### 5.05 Nomination and Election of Circuit Visitors

- a. The process for the nomination and election of circuit visitors is prescribed in the Handbook of the Synod.
- b. The amendment and/or ratification of the slate of circuit visitors shall follow the election of the district president and vice presidents.

#### 5.06 General Election

- a. The election of all district officers, with the exception of the district president, vice presidents and circuit visitors, shall be done with one general ballot. This ballot shall be presented by the elections committee after the candidates for the general ballot have been approved by the convention which shall take place after the election of the circuit counselors.
- b. Candidates for the following positions shall appear on the general ballot: district secretary, the board of directors (one minister of religion--ordained, two ministers of religion—commissioned, and six lay persons), and the Nominations Committee as provided for in Bylaw 5.01a. Candidates shall also appear on the general ballot for election at every other convention of a member of the Synod's Committee on Convention Nominations as provided by Synod Bylaws 3.12.3.1-3.12.3.3.

#### 5.07 Induction

The elected officers, the circuit visitors, and the board of directors shall be jointly inducted into their office. The time and place shall be determined by the board of directors and shall be announced at the close of the convention. Arrangements for the induction services shall be made by the district president in consultation with the newly elected president and approved by the board of directors.

## **6.00 OTHER REGULATIONS**

### **6.01 Fiscal Year**

The fiscal year of the district shall begin on January 1 and shall end on December 31 of the same year.

### **6.02 Parliamentary Procedures**

The proceedings of the district convention and the meetings of the board of directors shall be governed by and conducted according to standard parliamentary practice, except as it may be in conflict with these Bylaws.

### **6.03 Interpretation of Bylaws**

The board of directors through an Administrative Services Committee shall interpret the Constitution, Articles of Incorporation, Bylaws, and Resolutions of the district. Its opinions shall be binding unless the district convention or Synod overrules them.

### **6.04 Amendments**

A district convention may vote to amend its articles or bylaws provided the resolution is contingent on approval of the Commission of Constitutional Matters (CCM). The amended articles or bylaws become effective immediately upon, and only upon, approval of the CCM. Should the CCM not approve the adopted changes, the district Board of Directors may modify the amendments to comply with the CCM requirements upon their two-thirds vote.